

18 NOV 1960

MEMORANDUM FOR: Chief, Audit Staff
Comptroller
Chief, Management Staff

SUBJECT : Nominations for Awards from the Federal
Government Accountants Association

1. There is attached a brochure describing the Second Annual Awards Program for Outstanding Achievement in the Improvement of Financial Management in the Federal Service which is sponsored by the Washington Chapter of the Federal Government Accountants Association.
2. If there is any employee under your jurisdiction whom you want to nominate for this award, please send me his name and a general statement in support of his nomination. This information will be submitted to the Deputy Director (Support) for consideration in deciding upon an Agency nominee.
3. Although nominations are not required by the Association until 1 March 1961 we would appreciate a reply from you by 15 December.

/s/ Emmett D. Echols
Emmett D. Echols
Director of Personnel

Attachment

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STATINTL

FEDERAL GOVERNMENT ACCOUNTANTS ASSOCIATION OF WASHINGTON

Founded September 14, 1950

P. O. BOX 428

WASHINGTON 4, D. C.

October 28, 1960

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The Honorable Allen W. Dulles
Director, Central Intelligence
Agency
Washington 25, D. C.

Dear Mr. Dulles:

The Washington Chapter of the Federal Government Accountants Association has inaugurated an annual program to acknowledge and honor Government employees who have contributed materially to better financial management in the U. S. Government.

The enclosed brochure provides a description of the program. We are anxious to have the names of persons throughout the Government who have made outstanding contributions to financial management. Each agency is invited to nominate not more than 5 persons from among the areas of activity suggested under paragraph 5 of the enclosed brochure.

The agency nominations are due March 1, 1961. The nominations should be sent to the Awards Committee, Washington Chapter, Federal Government Accountants Association, P. O. Box 423, Washington 4, D. C.

In making nominations, your agency is free to utilize its existing awards program for this purpose. If you or your agency awards committee have any questions, please write the Committee on Cooperation with Government Agencies, Washington Chapter, Federal Government Accountants Association, or call any member listed on the back of the enclosed brochure.

We thank you for your cooperation in this worthwhile endeavor wherein we can acknowledge and honor the outstanding work of Government accountants in the financial management field.

Sincerely yours,

Milton V. Boone
for Alfred R. Golze
President

Enclosure

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All nominations must be in the hands of the Awards Committee by March 1, 1961. The Awards Committee will select the outstanding nominees to receive awards.

8. **Presentation.** The awards will be presented at the regular dinner meeting of the FGAA of Washington in May, 1961. The award winners will be guests of honor.

Federal Government Accountants Association

Washington Chapter

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Second Annual
Awards Program
for
Outstanding Achievement
in the Improvement of
Financial Management
in the
Federal Service

1. Purpose. The Federal Government Accountants Association, Washington Chapter, Awards Program is established for the purpose of furthering the objectives of the Association through special recognition of outstanding achievement in the improvement of financial management in the Federal Service.

2. Type of Award. The awards will be honorary in recognition of creative efforts and important contributions to financial management. Recognition will be given by the awarding of scrolls to outstanding individuals who meet the standards stated in these rules and guidelines. From those nominated by the agencies, selections for the awards will be made by the Awards Committee.

3. Awards Committee. The Awards Committee will be appointed by the President of the Washington Chapter.

4. Eligibility. Any member of the FGAA of Washington or any person in the Washington Metropolitan Area who was employed in the Federal Service at the time the work being recognized was performed will be eligible for consideration for an Award. The individual must have a record of exceptional competence, integrity and devotion to his field of endeavor and his achievement must constitute a notably outstanding contribution to financial administration during the two-year period immediately preceding March 1, 1961.

5. Area of Awards. Nominations for awards are requested (see item 7) in the area of financial management as determined by the Awards Committee. This area may include, but is not limited to such activities as:

- a. Accounting systems and fiscal procedures
- b. Auditing
- c. Budgeting
- d. Accounting operations
- e. Budgetary and financial reporting
- f. Property accounting
- g. Data processing

6. Examples of Achievements to be Considered. In order to provide guidelines by which recognition may be given by your agency to likely candidates, the following examples are given as representative of the outstanding or exceptional types of accomplished specific programs or projects for the improvement of financial management:

Example 1 — Developed comprehensive systems of decentralized fund control, including manuals of methods and procedures for central and field office guidance.

Example 2 — Developed and initiated a comprehensive system for the simultaneous overall audit of a major agency-wide program, e.g. the missile program of the U. S. Army.

Example 3 — Initiated or developed a tailor-made data processing system to meet the agency's financial and statistical reporting needs.

Example 4 — Conducted studies and applied technical knowledge in establishing comprehensive cost accounting structure in support of cost-based budget.

Example 5 — Developed a complete integrated account structure consonant with the principles outlined in P.L. 863 (84th Congress) resulting in a simplification of financial reporting requirements and budget preparation.

7. Nominations. The agencies should feel free to use their existing awards program when selecting nominees. Each nomination must be supported by a written justification which should cite specific examples and details. The supporting data should be limited to facts, insofar as possible, rather than opinions or conclusions and should not exceed two typewritten pages. The nomination should include the nominee's name, position, title and grade, organizational location, residence or post office address, education, degrees received and any other pertinent information. Each agency and department is invited to nominate not more than 5 candidates from among the areas of activity in paragraph 5.

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